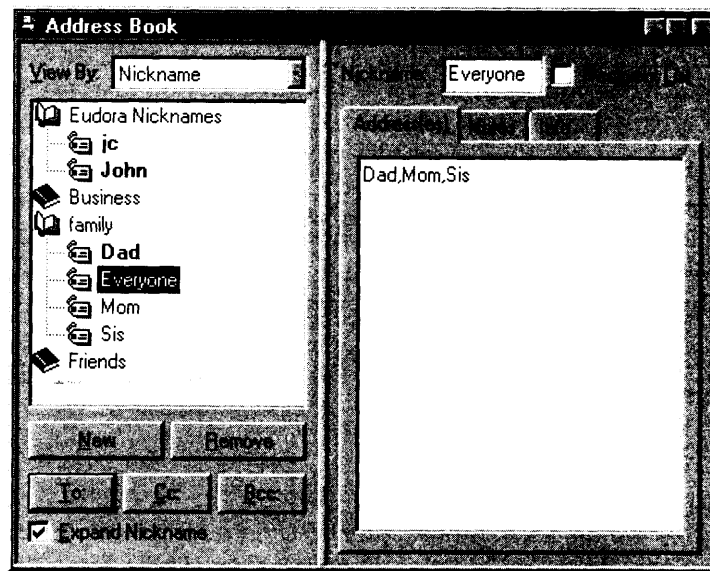


Using the Address Book and Quick Recipient List

Using the Address Book

The Address Book is where you keep information about individuals or groups that you correspond with. Each entry in the Address Book includes a nickname for a person or group, their full e-mail addresses, a real name, any contact information, and any notes. You can also use the Address Book to put nicknames on the Quick Recipient List, and to address a new message.

To open your Address Book, select **Address Book** from the **Tools** menu.



The 32-bit Address Book with example entries

All of the Address Book entries are kept in files. The example above shows files for Business, Family, and Friends (Eudora Nicknames is the default file). In the 32-bit Address Book, you can show or hide the entries in a file by double-clicking on the file. The icon shows an open or closed book, depending on whether the file is open or closed. In the 16-bit Address Book, files are flush to the left, and their entries are listed under them.

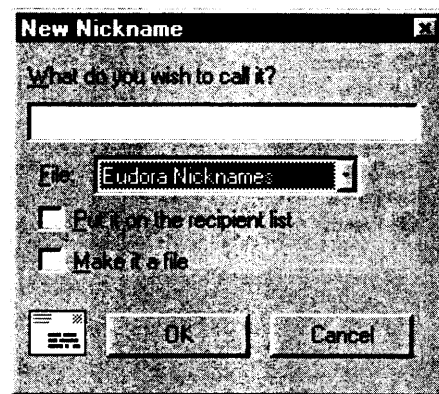
You can use the **View By** option to display the entries using any of the fields except the Notes field. For example, if you want to view the entries by nicknames, select **View By Nicknames**. If you view by a field that doesn't contain any data, the entry is displayed with «».

You can also start typing in the list of entries, and the appropriate entry will be selected when you enter enough unique characters to identify it.

To page up and down in the list of entries, use the arrow keys. To resize the list, drag the divider.

Creating New Entries

To create a new file of Address Book entries, click on New. A dialog is displayed asking what you want to call it.



Creating a new file or entry

Enter a name for the file and select **Make it a file**, then click **OK** to create it. The file is displayed in the list, and you can now add entries to the file.

To create a new entry to be included in an existing file, do one of the following: click on New in the Address Book, select an address from anywhere in Eudora and drag it to the Address Book, or drag a message summary to the Address Book.. A dialog is displayed. Enter a Nickname for the entry. A Nickname (sometimes called an alias) is an easily remembered, shorter substitute for thee-mail addresses in the entry. Nicknames can be used in place of proper e-mail addresses in the **To**, **Cc**, and **Bcc** fields of outgoing messages.

Specify which file this entry belongs in (if you have multiple files), and select the **Put it on the recipient list option if you want the nickname on your list**. You cannot create a file within a file, so do not use the **Make it a file option**. Click **OK** to create the entry. Then you can enter the information for that entry.

In the Address(es) tab, enter the complete e-mail addresses of the people (or person) to be included in the nickname, separating the addresses with commas or returns (this is the only place you can use a return to separate addresses). You can also use nicknames in this field, but be sure that any nicknames you use are defined in their own entry. You can use a mix of nicknames and complete e-mail addresses.

Note: Be sure there is no other information in this field except addresses or nicknames, or your messages will be addressed incorrectly.

In the Name field (in the Info tab), enter the real name of the person or group. If there is just one address for the entry, the real name and the address are included in the To field for your recipient to see. If there is more than one address for the entry, the real name is the only thing included in the To field for your recipients—they do not see the whole list of recipients. If there is nothing in the Name field, the recipients do see the whole list.

In the other fields provided in the Info (Phone, Fax, and Postal Address) and Notes tabs, you can enter contact information for the person or group, and any notes to yourself. This information is not included in outgoing messages.

It is recommended that you have at most 2,500 entries per file. If you have a large number of entries, you may want to consider using a Ph server (for information, see Appendix A).

To save your changes to the Address Book, select Save from the File menu.

Changing and Removing Entries

To make changes to an Address Book entry, select the entry from the list and edit the fields as appropriate.

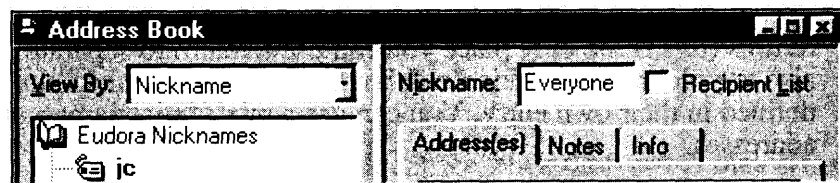
Important: If you change a nickname, be sure to correct any entries that reference that nickname.

To remove an entry or an address file, select it from the list and click on the **Remove button or the Delete key**. You cannot remove the **Eudora Nicknames file**.

To save your changes, select Save from the **File menu**.

Including Nicknames on the Quick Recipient List

To include a nickname in the Quick Recipient List, select the appropriate Address Book entry from the list and click on the **Recipient List option (next to the Nickname field)**. The nickname for the selected entry is included on the Quick Recipient List.



The Recipient List option

If you change a nickname or remove an entry, the Quick Recipient List is updated as appropriate. For details about using the Quick Recipient List, see the section "Using the Quick Recipient List."

Note: You can add or remove multiple nicknames to or from the Quick Recipient List by selecting multiple entries. Hold down the Shift key to select multiple entries in sequence, or the Ctrl key to make disjoint selections.

To save your changes, select Save from the **File menu**.

Addressing a Message from the Address Book

You can open and address a new message from the Address Book using the **To**, **Cc**, and **Bcc** buttons.

To create a new message from the Address Book, select the entry to which you want to address the mail (hold down the Shift key to select multiple entries in sequence, or the Ctrl key to make disjoint selections). Then click on **To**, **Cc**, or **Bcc**. A new composition window is displayed with the selected nickname(s) inserted in the appropriate field.

Note: You can also double-click on an entry to enter that nickname in the To field.

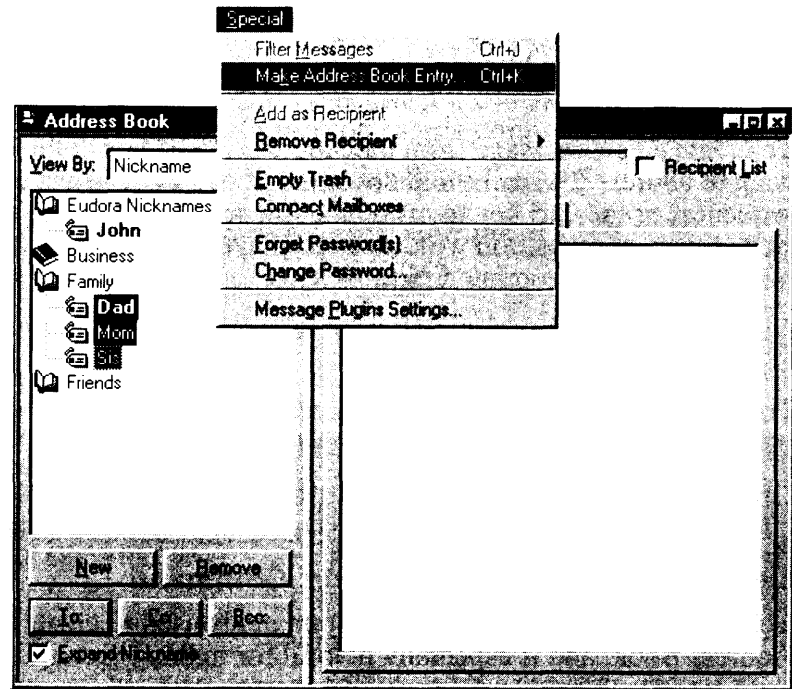
To address the message with the addresses in the Address(es) field (instead of the nickname), turn on the **Expand Nicknames option**.

Once the composition window is displayed, you can use the **To**, **Cc**, and **Bcc** buttons to insert additional nicknames into the corresponding fields.

The “Make Address Book Entry” Command

The **Make Address Book entry command** is used to create entries in your **Address Book**, and is especially helpful for making group entries.

In the Address Book, highlight several different entries (hold down the Shift key to select multiple entries in sequence, or the Ctrl key to make disjoint selections), then select **Make Address Book Entry . . .** from the **Special** menu. The **New Nickname** dialog is displayed prompting you for the nickname of the new entry. The **Address(es)** field of the new entry will include the nicknames for the entries you selected, not the real addresses.



Using the "Make Address Book Entry" command from the Address Book

In a mailbox, highlight the message summaries you want and select **Make Address Book Entry . . .** from the **Special** menu. The **New Nickname** dialog is displayed prompting you for the nickname of the new entry. Follow the instructions for creating a new entry. If the current message is an outgoing message, the new entry will include all of the addresses in the **To**, **Cc**, and **Bcc** fields. If the current message is an incoming message, the new entry will include the address in the **From** field. If multiple messages are current (i.e., you have several message summaries selected in a mailbox window), addresses are taken from each message and are all put in the new entry.

*Note: The Make Address Book Entry command uses the Reply Options. If the **Include yourself** option is on, your address is included in the new entry.*

In the Directory Services window, finish a Ph query and select **Make Address Book Entry . . .** from the **Special** menu. The **New Nickname** dialog is displayed so that you can name the nickname, The real name and e-mail address are included in the new entry.

The “Finish Address Book Entry” Command

With the **Finish Address Book Entry** command, you can enter a unique portion of a nickname in the To, Cc, or Bcc fields of a message, then select **Finish Address Book Entry** from the Edit menu, and the nickname will be completed for you. You must enter the characters in the nickname that make it unique, or Eudora will not know which nickname to use. For example, if you have two nicknames, jon and john, you would have to enter “jon” or “job” for Eudora to complete them.

To insert the real addresses for the entry, instead of the nickname, hold down the Shift key and select **Finish Address Book Entry** from the Edit menu. To set this to happen all the time, turn on the **Automatically Expand Nicknames** option in the **Miscellaneous Options**.

Using Central Address Book Files on a Server

You can set up central Address Book files on a server and configure Eudora clients so that they refer to the central files.

First, be sure the files are plain text, have a **.txt** extension, and are formatted as follows: One nickname on each line with the real addresses separated by commas, and one line for notes and info with the **Notes** text following the **Info data**. **For example:**

```
alias Wow joe @ wow.com,lisa@ wow.com,chris @ wow.com
note Wow <fax: 222.2223 ><phone: 222.2222 headdress: 1234 Street>
      <name:Wow Inc.>My favorite company
```

Then, for each client application, add a **ExtraNicknameDirs** entry to the **[Settings]** section of the EUDORA.INI file. This entry should be followed by the list of directories that contain Address Book files, separated by semicolons (;). Any Address Book files located in those directories are added to the Address Book. Users will need to exit and re-open Eudora to see the new entries.

Using Address Book Files Not Created by Eudora

To use a Address Book file that was not created in Eudora, put the file in the Nickname director-y (in your Eudora directory), and be sure the format is as shown in the section “Using Central Address Book Files on a Server.” You will need to exit and reopen Eudora to see your new entries in the Address Book.

Using the Quick Recipient List

The Quick Recipient List is your list of often-used nicknames. If you have checked the **Recipient List** option in an **Address Book** entry, the entry's **nickname** is included in the list.

To add a full e-mail address to the Quick Recipient list, select the text that makes up the full address in any current message header. Then, select **Add As Recipient** from the **Special** menu.

To remove an entry from the list, uncheck the Recipient List option in the Address Book entry, or select the nickname from the **Remove Recipient** submenu from the **Special** menu.

To open a new message addressed to someone on your Quick Recipient List, select New **Message To**, **Forward To**, or **Redirect To** from the **Message** menu, and select the nickname from the displayed list.

To insert a nickname into a message that you have already opened, put the cursor where you want the nickname and select **Insert Recipient** from the **Edit** menu.

More than one nickname from the Quick Recipient List can be added to the **To**, **Cc**, and **Bcc** fields of any message. If you use the Insert Recipient command, commas are added where necessary.

To insert the real address(es), instead of the nickname, hold down the Shift key and select **Insert Recipient** from the **Edit** menu. To set this to happen all the time, turn on the **EAutomatically Expand Nicknames** option in the **Miscellaneous Options**.